

Vitality

Dickinson

Human Resource Services

June 2016

Volume X | Issue 10

PRESIDENT'S ADMINISTRATIVE AND SUPPORT STAFF FORUMS

Year in Review

Each year staff members in the Dickinson community participate in Forum groups, acting as liaisons for to their peers regarding topics of interest and sharing information. Over the course of the 2015-2016 year, each Forum group met six times to discuss current and future programs, topics and concerns—along with a seventh, joint-forum meeting in the spring where both staff forums met together at the end of the semester.

Topics discussed at Forum meetings during 2015-2016 include:

- The Strategic Plan
- Benefits Assessment Results & Next Steps
- Sustainability at Dickinson College
- Benefits & Compensation Study Updates
- Compliance, Safety, Risk Management Overview & Emergency Preparedness at Dickinson College
- Finance & Administration: Zero Based Budgeting & Budget Planning
- Wellness Program Updates & Healthy Reward Incentives
- Professional Development Funds for Non-Exempt Staff members
- Performance Appraisals
- Best Practices for Divisional/Departmental Communications
- Dining Services: Survey Matrix Results
- Institutional Research: Student Engagement Survey Feedback
- College Farm, Sustainability & Facilities: How the Sustainability Mission translates to our day-to-day work

If you have topics or ideas that you would like a Forum member to share, please contact any member via email by reviewing the online member lists available through the Human Resource Services "[About Us](#)" webpage.

SPRING INTO FITNESS CHALLENGE 2016 ICE CREAM SOCIAL

Hosted by Human Resource Services

Wednesday, June 1 | Stern Center Patio (Rain Location: HUB Social Hall) | 3:30–4:30 p.m.

THE NUMBERS ARE IN—AND THE WINNER IS...?

Please plan to attend the annual Ice Cream Social to learn which division and mini-team has won the 2016 Spring Into Fitness Challenge. As a college, we narrowly missed winning the peer-institution Challenge to Gettysburg, coming in a close second place. Enjoy some fresh air and sunshine along with a sweet reward and time to network with friends and colleagues on the Stern Center Patio. To see just how far we walked virtually around the world as our accumulated exercise minutes-converted-to-miles brought us on a journey to visit many of Dickinson's Global Education sites along the world touring route, check out the [Walking-Around-the-World Map](#) website!

HealthAmerica/Aetna Individual Consultations

Coventry Health Care and Aetna are one company and effective July 1, 2016 Dickinson's medical/prescription drug plan will be transitioning to Aetna. Members can expect to receive new ID cards and have access to Aetna's broad network and resource tools to be better consumers of healthcare. Aetna will be on campus to help answer your claims questions, inquiries regarding your medical, prescription, and mental health services and to help you understand what renewing on an Aetna plan means for you.

Registration for an appointment is required. Please sign up through CLIQ to schedule a personal appointment and bring any documents pertaining to your questions such as explanation of benefits or bills, if applicable. Email hrrservices@dickinson.edu or call ext. 1503 if you would like an extended appointment time.

WEDNESDAY, JUNE 8	HUB Mary Dickinson Room, 8:30 a.m.–4:30 p.m.
MONDAY, JUNE 20	HUB Mary Dickinson Room, 1:15–5:15 p.m.
WEDNESDAY, JULY 20	Althouse 07 8:30 a.m.–4:30 p.m.

Retirement 1:1 Counseling Sessions

TIAA-CREF INDIVIDUAL COUNSELING SESSIONS

A TIAA-CREF representative will be on-campus during the months of June on:

TUESDAY, JUNE 14 **HUB side room 201**

To schedule a personal meeting with TIAA-CREF, please visit www.tiaa.org/public/support/contact-us/consultations-seminars or call 1-800-842-2010. Appointments may be scheduled with TIAA-CREF between 9 a.m.–5 p.m. on the dates listed above.

FIDELITY INDIVIDUAL COUNSELING SESSIONS

A Fidelity representative will be on-campus during the months of June and July on:

THURSDAY, JUNE 2 **HUB side room 201**
THURSDAY, JULY 28 **HUB side room 205**

To schedule a personal meeting with Fidelity, please visit www.fidelity.com/atwork/reservations or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–5 p.m.

HealthAdvocate™

Always at your side

With summer vacation season here, the last thing you want is to have your budget drained by unnecessary medical expenses...or to find yourself waiting weeks to get in to see a doctor about a sudden health issue that could potentially sideline your plans. Here's where being a Health Advocate member can really work to your advantage. No matter what the season, you always have cost-saving solutions available to you, with guidance from a Personal Health Advocate. Learn how we can help you reduce medical bills, cut wait times to see a doctor, and provide other time—and money-saving options so you can attend to other important matters this summer—like spending time with your family, or enjoying a vacation!

Health Advocate is an independent organization which will provide free services to all full-time employees, their children and spouse, parents and spouse's parents. Complete information about the service is available at [Health Advocate's website](http://HealthAdvocate's website). Health Advocate is not related in any way to HealthAmerica/Aetna, the college's medical insurance provider. The registered nurses and doctors who staff Health Advocate will, therefore, work for you as Dickinson employees to navigate the increasingly complex set of issues you and your family face in the health care marketplace.

866-695-8622

Web: HealthAdvocate.com/members

Email: info@HealthAdvocate.com

NEW HIRES & RETIREMENTS

Welcome to our new employees who joined the college during the month of May 2016:

Mark Kelley, *Facilities Management*
Amanda Schoolcraft, *Dining Services*
Nadine Perez, *Forum on Education Abroad*
Carly Zinn, *Athletics*

We bid a fond farewell to the following employees at the end of June 2016:

Dave Frohman, *Admissions*, is retiring from the college after 27 years of service.
Brooke Wiley, *Art & Art History*, is retiring from the college after 25 years of service.

Summertime Sizzling- Tips for Food Safe Grilling

Summer is here and as grills heat up, so does the risk of food poisoning. Scorching summer temperatures can facilitate the growth of foodborne bacteria, causing spoiled food and illness. Grillers and picnickers should observe proper food safety practices to protect themselves and their guests with simple steps.

Here are some tips to keep your picnic perfectly food safe:

Keep hands clean to prevent foodborne illness.

Before and during food preparation, wash hands with warm soapy water for at least 20 seconds, in order to reduce the incidence of foodborne illness. If soap and water are not readily available, keep sanitizer and moist towelettes available to keep hands, surfaces, cutting boards clean.

Use clean surfaces and utensils.

Cross-contamination is often associated with foodborne illness. Soiled utensils and work surfaces can taint food with harmful bacteria and viruses, which can cause illness. Wash hands often and use clean utensils and containers to serve foods. Don't place or serve cooked foods on the same platter and utensils that were used for the raw food.

Keep cold foods cold and hot foods hot.

Foodborne illness is also linked to perishable meat, poultry and dairy products stored at improper temperatures. Whenever food is held between 40°F and 140°F, it is in the danger zone, and bacteria are likely to proliferate. Keep perishable foods out of the temperature danger zone by placing them in an insulated cooler filled with plenty of ice or ice packs to keep food cold. Transport food in the air-conditioned passenger area of your car instead of the temperature unstable trunk. Once you reach your destination, set the cooler in a shady spot out of direct sunlight and keep it closed until you are ready to eat. Keep hot foods hot in a slow cooker or on the grill, at 140°F or higher, to prevent harmful bacteria from growing.

Think outside the refrigerator.

If you cannot keep cold food cold and hot food hot, consider foods that do not need refrigeration, such as:

- Canned foods (unopened)
- Cookies, cakes, Pastries
- Chips and Salsa
- Dried Fruit
- Peanut butter and jelly sandwiches
- Nuts
- Fresh, whole fruits such as apples, oranges, and bananas
- Tortillas, bagels, pretzels, crackers, bread, and buns

Don't forget your food thermometer— a summer grilling must!

Instead of relying on the color of the meat or its juice to confirm doneness, bring a food thermometer and check the internal temperature of your food to ensure food safety. To be safe, foods should be cooked until they reach the following temperatures: steak, roasts, and fish 145°F; hamburgers, 160°F; whole poultry, 165°F and pork, 160°F.

When in doubt, throw it out.

The more time that food has been sitting at dangerous temperature, the higher the probability that dangerous microorganisms have grown. While perishable foods can typically be left out for up to two hours, as temperatures go up, the amount of time these items can stay unrefrigerated goes down. In scorching weather (90°F or above) this time drops to one hour. If picnic foods have been left out for over one hour, throw them out!

College Community Upcoming Events Reminder

Dickinson's [announcements](#) and [events](#) webpages are great ways to stay on top of the college's many programs and events. Please remember to check these listings and take advantage of opportunities to enrich your professional development and wellbeing throughout the year!

Professional Development & Wellness Events

Men and Oral Health



June is Men's Health Month, and when it comes to oral health habits, studies show a difference between men and women. Taking care of your mouth leads to better overall health however, men are less likely to visit a dentist for preventive care and are often found to only see a dentist when a problem arises.

When we look at men's oral health statistics we find:

- The average male brushes less than 2 times per day and will lose about 5 teeth by age 72
- If the male smokes, he can plan on losing 12 teeth by age 72
- Men are more likely to develop oral cancer, and periodontal (gum) disease

The biggest threat to oral health is periodontal disease and men are more likely to have it—the prevalence for men is 56.4% compared to women at 38.4%. Research shows that periodontal disease is not only a severe bacterial infection in the mouth but an infection that can travel throughout the body, including vital organs.

To help prevent gum disease:

1. Get in to see the dentist! Don't wait for a problem or pain to arise.
2. Change your brush after every three months or after you have been sick.
3. Brush with a soft bristle brush at a 45-degree angle.
4. Floss your teeth daily.

To learn more about proper brushing techniques you can visit United Concordia's Dental Health Center www.unitedconcordia.com/dental-insurance/dental/care-prevention/proper-brushing-techniques.

You can learn about your dental benefits and more oral health information by registering on My Dental Benefits by visiting www.unitedconcordia.com.

NEW FITNESS PROGRAM INFORMATION SESSION: Why Exercise is Important

Presented by Carlisle UMedGym

Monday, June 6 | HUB Social Hall West | noon-1 p.m.

"Sitting is the new smoking"—this is stated more and more in the circles of the medical community discussions. Just 30 minutes of active exercising a day makes a world of difference in your fitness level and overall wellbeing. With all the medicines and drugs available now, they have yet to come up with one that improves every aspect of your life and has no negative side effects... except exercise! Exercise has been proven to benefit nearly every aspect of your life, with no negative side effects when done properly. Come learn about the physiology behind the many positive effects that exercise has on your body, and why it is the best medicine.

Are you are preparing to make positive changes and embark on the journey of healthy living? If this sounds like you and you think you could benefit from a structured and supportive program, Dickinson College is teaming up with UMedGym Carlisle to bring you a unique solution called the U-First™ program. Working together with a dedicated team of medical exercise specialists, nutritionists, health coaches, and physical therapists, this program will help you improve your physical activity and nutrition, reduce stress and provide sustainable lifestyle changes over time. Dickinson College would like to invite you to participate in our 6-month lifestyle change program.

To qualify for this new wellness program option, you must meet the following criteria:

1. Have a BMI of 30 or higher (visit www.mayoclinic.org/bmi-calculator/itt-20084938 for a BMI calculator

AND

2. Have one or more of the following diagnosed health risk factors: Pre-Diabetes or Type 2 Diabetes, High Cholesterol (total cholesterol or LDL cholesterol), High Blood Pressure and/or Waist Circumference over 35" for women or 40" for men.

Attend the MedGym information session scheduled for Monday, June 6 in the HUB Social Hall West to learn more about this new program to enhance your wellbeing and get started on the pathway to better health and fitness!

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.



FREE Blood Pressure Screenings

Provided by Susan Dworsak,
Wellness Works, Carlisle Regional
Medical Center

Mondays, June 20 & July 18
Mary Dickinson Room, HUB
noon–1 p.m.

No registration required—walk-ins
welcome and expected!

PHYSICAL WELLNESS PROGRAM GIFT CARD WINNER FOR MAY

Congratulations to **Sarah Kersh, English**, for being the \$25 Visa Gift Card winner for the month of May 2016, for participation in exercise/fitness programs during the month of April! Eligibility for the monthly gift card drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random gift card drawing will be held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via CLIQ will automatically be included in the monthly drawings. For more details or to request a form to record your marathon miles, please send an e-mail to devwell@dickinson.edu or call ext. 8084.

Holistic Health Incentive Program & Healthy Rewards

DEADLINE: THURSDAY, JUNE 30

Finalize your participation NOW in the 2015-2016 Moodle HHIP Wellness course! The academic/fiscal year is coming to a close, and with that the opportunity for earning Healthy Reward incentives as part of the employee wellness program. Finalize your participation reporting by entering all of your activities online in the Moodle course prior to the June 30 deadline. **If you have not already registered in Moodle, and entered your participation online, time is running out—so don't delay!** Points will be awarded based on the program and activities reported via Moodle. Follow the steps below to register, and request assistance via email to devwell@dickinson.edu if needed:

To register online for the HHIP in Moodle:

- Click on access link: <https://lms.dickinson.edu/course/view.php?id=31611>
 - When prompted, **enter your network username and password**
 - Enter the HHIP registration key: **HHIP1516**
1. Complete a Biometric Screening to learn your own biometrics
 2. Complete the Health Risk Assessment survey tool (FREE!) to learn your own health risks
 3. Complete other wellbeing programs as you desire, listed online in CLIQ and the Professional Development & Wellness Catalog of events.

This is your last chance to register and report participation to qualify for the Healthy Rewards Incentives offered this year!





Special Reminder:

PROFESSIONAL DEVELOPMENT & WELLNESS PROGRAM REGISTRATIONS AND ATTENDANCE

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway via CLIQ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

Dickinson

**Professional Development and Wellness
HUMAN RESOURCE SERVICES**

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